

Name *Maud Graffam.* Grade

Patent
Cover and Plotter
For
Copy Books,
With

Oblique lines indicating the slant of writing.

American Book Company.

NEW YORK :: CINCINNATI :: CHICAGO

Patent Applied for.

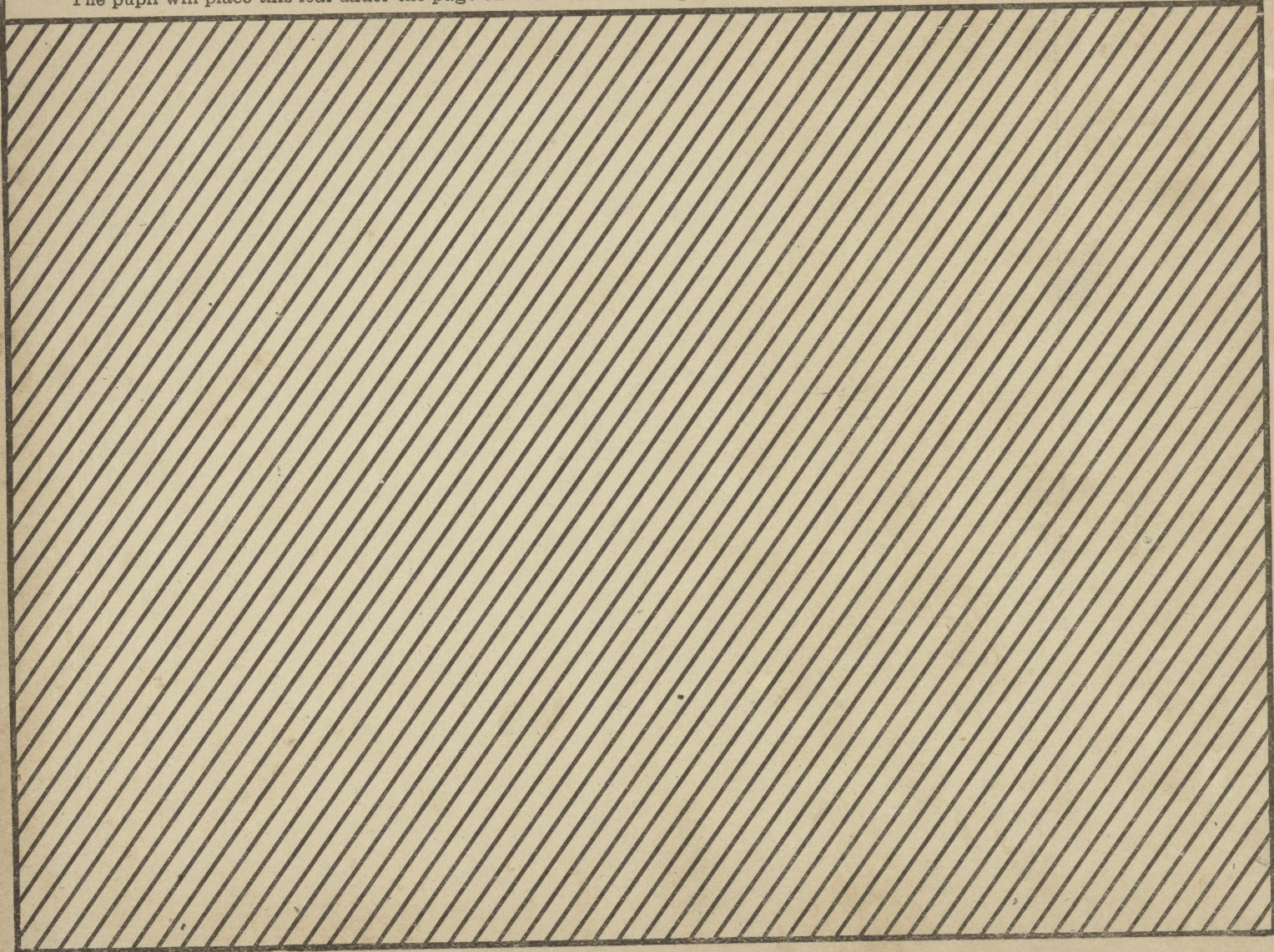
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Class

School

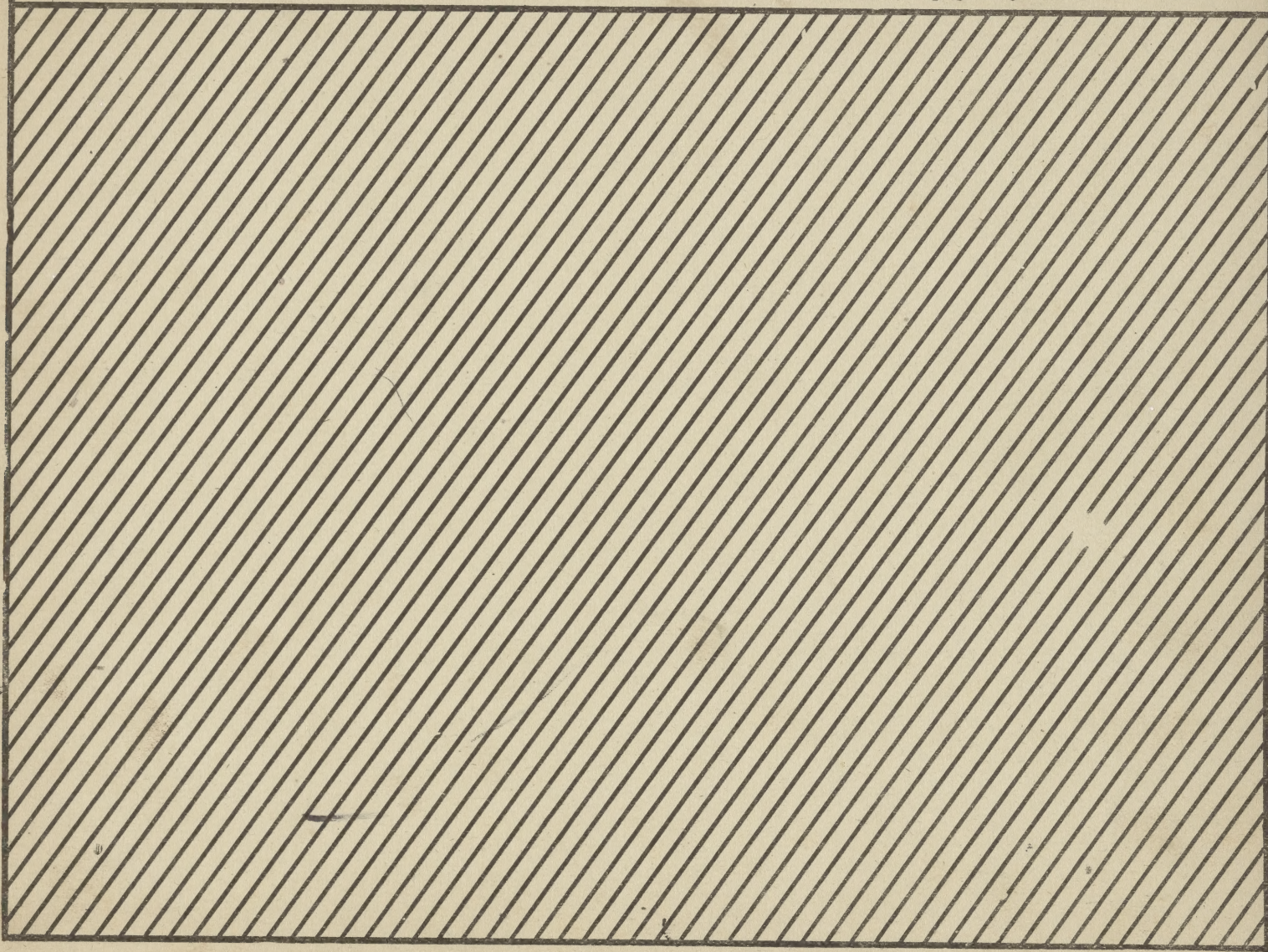
Oblique lines for teaching uniform slant.

The pupil will place this leaf under the page on which he is writing. The blank side of this page may be used as a blotter.



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Oblique lines for teaching uniform slant.

The pupil will place this leaf under the page on which he is writing. The blank side of this page may be used as a blotter.



LIBRARY

OF

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BOOKS

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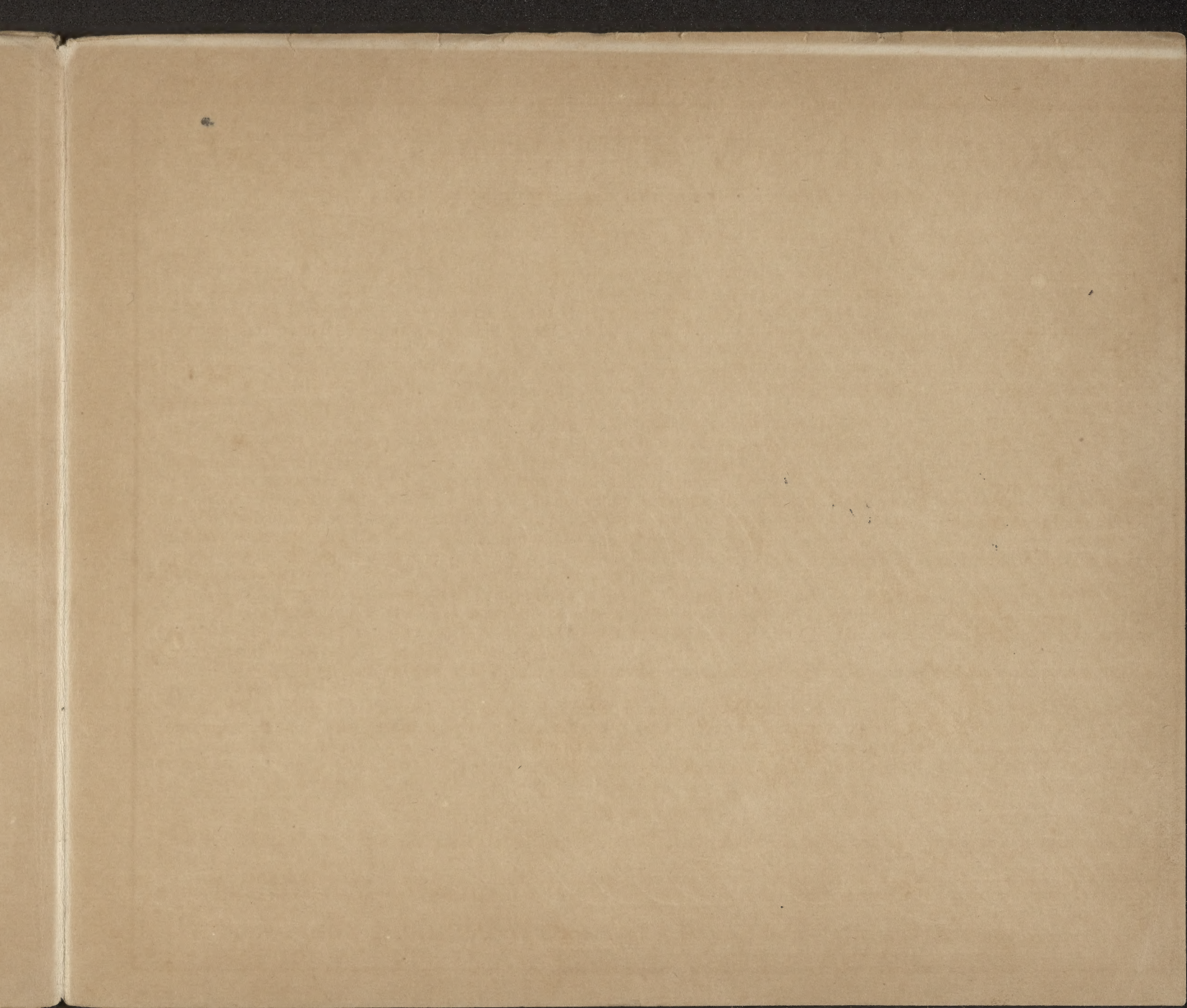
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POSITION OF PUPILS AT THE DESK.

The pupil should sit in an easy, natural manner, not leaning against the desk, or bending too much over his writing, and should keep the feet always in front of him, resting them firmly on the floor.

The right forearm must be placed on the desk so as to rest on the muscle front of the elbow, and the hand placed on the book so as to rest on the nails of the third and fourth fingers.

The forearm must be at right angles with the copy, the book being steadied by the fingers of the left hand placed on the paper at the left of the pen point. Hold the wrist naturally over the desk, and you will see that the inner side is raised a little higher than the outer. Keep the wrist free from the desk, and do not let it turn over to the right or left, or bend down, up, or sidewise.

CLASS DRILL.

PREPARATION.

1. Take Position.
2. Monitors arrange Books and Pens for distribution.
3. Pass Books.
4. Pass Pens.

Writing is the art of communicating thought by means of letters.
Letters are the written signs of language.

PENHOLDING.

Penholding is best taught by taking a position front of the class and showing how to place each finger on the holder, requiring the pupils to imitate the same, until a correct method is attained. Place the penholder between the thumb and first two fingers resting it forward of the third joint of the forefinger.

Bend the thumb and fingers outward, so as to bring the end of the thumb opposite the first joint of the middle finger. Press the thumb a little under the holder to keep the pen at a proper angle.

The left side of the middle finger supports the holder just above the pen and the forefinger closes over the holder.

Hold the pen as lightly as though it were a delicate glass tube that could be crushed in the fingers.

RESTS AND MOVEMENTS.

The rests are the muscle in front of the elbow, and the nails of the third and fourth fingers. These nails serve as little skates for the fingers to slide on.

In writing, the hand and forearm must move in concert across the page.

In making the up and down strokes, the finger movements are combined with the muscular movement of the hand and forearm.

COMMENCING.

1. Take Writing Position.
2. Adjust Books.
3. Adjust Arms.
4. Find Copy with Right Hand.
5. Open Books.
6. Place Right Hands on Inkstand Covers.
7. Open Inkstands.
8. Take Pens.
9. Dip Pens in Ink.
10. Write. (Count 1, 2, &c.)



CLASS SYSTEM.

Appoint the scholars at the head of the several rows MONITORS to distribute and collect books and pens. Number the rows and place the books belonging to the whole number of rows in reverse order of backs and fronts, for the consecutive rows, in one pile. Begin with either the first or last row to distribute, but remember to reverse the order of collecting, so as to have the books arranged in proper sequence for the next distribution, presuming always that one plan is adhered to. Have separate bunches of penholders for each row and direct the same monitors to distribute and collect them. Each scholar should be supplied with a pen-wiper, which may be retained in the desk or given out and collected with the pens.

CLOSING.

1. Wipe Pens.
2. Lay down Pens.
3. Place Right Hands on Inkstand Covers.
4. Close Inkstands.
5. Close Books.
6. Take Position.
7. Monitors collect Books and Pens in reverse order of distribution.